



CITY OF ALEXANDRIA
CODE ENFORCEMENT BUREAU
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
(703) 838-4360 FAX (703) 838-3880

SIGN APPLICATION

IMPORTANT - Applicant to complete ALL applicable items.

Shaded boxes are FOR OFFICIAL USE ONLY. Do not write in shaded boxes.

Permit Number	1. Project Name		Master Permit
2. Project Address		Floor/Suite Number	3. Date Applied
4. Owner		5. Phone: Home - Work -	
6. Owners Mailing Address (if different from project address)			
7. Work Done By (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Contractor			
8. Contractor Name		9. Phone	
10. Business Address			
11. State Contractor License Number Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		12. Business License Number Reciprocity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Description and Wording of Sign			
14. Location of Sign: _____ <input type="checkbox"/> Interior <input type="checkbox"/> Exterior		15. <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
16. Type of Sign: <input type="checkbox"/> Building <input type="checkbox"/> Freestanding <input type="checkbox"/> Tenant Identification <input type="checkbox"/> Other _____			
17. Width _____ ft		18. Height _____ ft	19. Area of Sign _____ sf
20. Number of Faces		21. Color	22. Material
23. Height Above Grade _____ ft		24. Setback from Property Line (freestanding signs) _____ ft	25. Frontage of Business _____ ft
26. Electrical? <input type="checkbox"/> Yes <input type="checkbox"/> No		27. Estimated Job Cost \$	City Contact
AFFIDAVIT I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations in the Uniform Statewide Building Code and all applicable ordinances. _____ Signature of Owner or Authorized Agent _____ Printed Name of Person Applying for Permit _____ Address _____ Phone/Pager		APPROVALS Engineer Date Approved Date Issued Engineer. Aide Drawings Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Rec'd By: Issued By: PERMIT FEES TOTAL \$ Deposit Rec'd \$ Deposit Date Notes:	